

**Department of Consumer and Regulatory Affairs
BUSINESS AND PROFESSIONAL LICENSING ADMINISTRATION**



**Corporations Division
941 North Capitol Street, N.E.
Washington, DC 20002**

Instruction Sheet – Application For Certificate Of Authority For Profit And Non-Profit Corporations That Are Within The United States Of America

General Instructions for Preparing and Filing Application

The Application must be filed in duplicate originals (Two (2) originally signed applications).

The Application must signed by the corporate officers. If the corporation designates its officer by other titles, it must note that the application is being signed by the corporate equivalent of President or Vice President and Secretary or Assistant Secretary (NOTE: if an Executive Director is the chief executive of the corporation, so note).

Generally, a director is not an officer and cannot sign the application: this includes Chairman of the Board of Directors.

FOR BUSINESS CORPORATIONS ONLY:

The Application must be accompanied by a recent-dated (within the last 30 days) state-sealed original Certificate of good standing, Letter of good standing or for some states Certificate of Existence.

FOR NON-PROFIT CORPORATIONS ONLY:

The Application must be accompanied by a recent-dated (within the last six months). State-certified copy of the corporation's articles of incorporation (Charter) and all amendments thereto. This certified copy must bear the original signature of Incorporation of the proper authority (Secretary of State) in the State or Country, Articles submitted from a foreign-language speaking country must have an English translation of the articles and all amendments, which bears an original certification by a certified translator.

The registered agent of the corporation must be either:

- (1) an individual person who resides in the District of Columbia (a business office does not qualify as residency), or
- (2) another corporation which has the specific authority to act as registered agent in the District of Columbia (such authority must be in

its Articles of Incorporation or in its Application of Authority).
Attach in duplicate originals of the registered agent a statement or letter of written consent to act as registered agent for this corporation.
The Registered agent office address can never be a post office box.

If the corporation has commenced to do business in the District of Columbia prior to April 15 of any year, two-year reports and or annual reports (with fees and penalties) must be filed. Contact this office for forms and fee quotations. The application will be not be accepted without the appropriate report filings

Fee Schedule for Application for Authority

1. Business and Professional Filing Fee \$200.00

Corporations

2. Nonprofit Corporations Filing Fee \$ 40.00

Indexing 30.00

Total \$70.00

3. Cooperative Associations Filing Fee \$ 5.00

1.00

Total \$ 6.00

4. Certified Copies are \$35.00 per document.

5. Certificate of Good Standings are \$15.00 for business corporations and \$30.00 for Non Profit Corporations

MAKE ALL CHECKS PAYABLE TO THE

D.C. TREASURER

General Information (202) 442-4432